

# **In-Person Guidelines**

## **Scheduling:**

- Adherence to appointed days and times is required.
- Cancellations within 24 hours will not be charged if a student or tutor cancels a session due to COVID-19 related symptoms.
- Only online sessions may be rescheduled.

## **In-Person Drop-Off and Pick-Up:**

- Ideally, the same designated person should drop-off and pick-up the student.
- Plan to drop-off and pick-up students at the curb. Timeliness is essential.
- Team members will come outside and adhere to social distancing recommendations to communicate with parents when warranted.

## **Extra Measures to Protect Health:**

- A “hand hygiene” station will be set up at the entrance of the facility, so that students and team members can clean their hands when they enter.
- All team members and students will have their temperature taken upon entering the tutoring center; if 100 degrees or more, they will not be allowed in the center. If a thermometer is not available, team members and students will be screened for symptoms.

- There is a clearly labeled entrance and exit in the center to reduce cross flow of students entering and exiting.
- Desks and chairs will be wiped with antivirus cleaner between students.
- Tutoring will take place outside when feasible.
- There will be no shared materials, ie. pencils, scissors, paper, between students.